

## property you are applying for

Address:

Length of Lease Sought: 3 Months

Advertised Rent Per Week:

Requested Start Date:

## your personal details

First Name:

Middle Name:

Last Name:

Work Telephone Number:

Mobile Number:

Home Number:

Email Address:

Date of Birth:

Driver's Licence Number:

Place of Issue:

Passport Number:

## home ownership or current rental history

Is your current home owned or rented?

Current residential Address:

Name of Property Owner or Agent (if rented):

Address of Property Owner or Agent:

Contact Telephone number of Owner or Agent:

How long have you lived at your current address?

If rented, what is the weekly rent?

## previous residential address

Address of previous property:

Was it rented or owned by you?

How long were you at that address?

## current employment details

Name of Employer:

Contact Telephone Number:

Your occupation:

Position:

Length of this employment:

Annual salary:

Type of Employment:

## personal reference

Name of personal referee:

Personal referee relationship to You:

Personal referee contact telephone number:

Personal referee how long acquainted?:

## business reference

Name of professional referee:

Professional referee relationship to You:

Professional referee contact telephone number:

Professional referee how long acquainted?:

## emergency contact details (a person not living with you)

Name of Contact:

Relationship to You:

Contact Telephone Number:

How long acquainted?

## other persons that will be residing in the property with you

Second Person:

Third Person:

Fourth Person:

Fifth Person:

Sixth Person:

### details of pets that will be residing with you

Do you have, or intend to have, any pets on the property?

Type of Pet(s):

Are these pet(s) de-sexed?

### supporting documentation required

- Current Credit Check
- Proof of Income (i.e. recent salary documentation, bank statement, investment income or Centrelink Statement)
- Current photo ID ( i.e. passport or license)

These documents can be attached to the on-line application after submission.

### additional comments/explanatory notes by you

Enter Information:

### terms & conditions

I, The Applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that of the information was given of my own free will and accord. I hereby give permission for EIS to obtain consumer and or commercial information in order to assess my application for residency. If this application is approved, I am aware that this permission remains in force for the duration of my residency.

### Application Processing/Privacy and Credit Information

Costs associated with a successful application include 2 weeks rent in advance and a security deposit (bond) equivalent to 4 weeks rent

### Acceptance of this application is subject to the following

- the property owner's approval
- animals are not permitted on the property unless approved in writing by the property owner
- the security deposit and initial 2 weeks rent in advance must be paid before occupancy is granted
- your correct bank details must be provided before occupancy is granted (for direct debit purposes)
- we do not accept bond guarantees
- all tenants must sign the lease
- all on-going rental payments are to be paid by direct debit from your nominated bank account into our rental trust account on the due date

## Privacy Information

EIS Property Management is committed to respecting the privacy of the personal information it collects in order to carry on its business; and to comply with the National Privacy Principles set out in the Privacy Act. This policy sets out our commitment to compliance as well as details of how that commitment is to be carried out. EIS Property Management collects personal information from its clients for the primary purpose of carrying out its functions and activities as Property Managers. The information collected on this tenancy application form is required to assess your suitability to lease the premises. To enable us to do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge or consent. The people and organisations we may disclose your personal information to include the property owner and their legal representatives and mortgagee; your current and previous property owner; your bank; your current and previous employee; your referees; your emergency contact; maintenance and trades people; rental bond authorities; residential tenancy tribunals and collection agents.